

## FINANCIAL ASSISTANCE AGREEMENT REVIEW SHEET

Agreement No.: \_\_\_\_\_ Date of Award: \_\_\_\_\_

Amount \$ \_\_\_\_\_

Recipient: \_\_\_\_\_

Title/Description: \_\_\_\_\_

Specialist: \_\_\_\_\_

Actions/Contents	Required	In file	Comments
1. Assistance Agreement Request and Prevalidation of Funds, as appropriate			
2. SF-424 SF-424A/B (Non-Construction) SF-424C/D (Construction)			
3. Award Instrument Determination/Correct Legal Instrument - Contains mandatory information - Has been reviewed			
4. Authorities – Program/project Authorization and appropriation. If mandatory, legislative/appropriations language/citation must be provided substantiating this classification.			
5. For discretionary programs, Grants.gov posting of opportunity & application package			
6. Documented extent of competition			
7. Business Evaluation/Budget Analysis - Funding authority/availability - Budget analysis (at a minimum, must review budget realism & Indirect Cost Rate) - Business management capability/systems			
8. Agreement (ensure that all authorities and responsibilities, deliverables, cost budgets, and time frames are clearly delineated)			
a. For cooperative agreements, includes substantial involvement description/information			
b. Includes Department's standard terms and conditions			
c. Includes special provisions, if applicable			
d. Is in prescribed format per 505 DM			
9. - Provide annual CFDA update			
10. Responsibility Determination - For all Recipients, Check the Excluded Parties List System - "High risk" category documentation, as applicable - Check for recipient audit submission			

Actions/Contents	Required	In file	Comments
compliance via Federal Audit Clearinghouse website ( <a href="http://harvester.census.gov/sac">http://harvester.census.gov/sac</a> )			
11. Lobbying Certification, as applicable			
12. Independent Reviews for competitive solicitations, awards, amendments, and termination and suspension notices			
13. Independent Reviews for non-competitive actions, as applicable			
14. Legal Review of solicitations, awards, and amendments, as applicable (Required if total anticipated amount of the entire award at completion will exceed \$750,000)			
15. FAADS reporting			
16. Appointment of Grant/Cooperative Agreement Representative, as applicable			
17. Government-furnished Property - Annual inventory received			
18. Receipt of reports: <ul style="list-style-type: none"> <li>- Financial Reports <ul style="list-style-type: none"> <li>- SF-269</li> <li>- SF-272</li> </ul> </li> <li>- Program Performance <ul style="list-style-type: none"> <li>- Interim</li> <li>- Annual</li> <li>- Final</li> </ul> </li> <li>- A-133 Audit</li> </ul>			
19. CFDA Number used in lieu of Pseudo-Code			
20. Other (Specify)			

COMMENTS:

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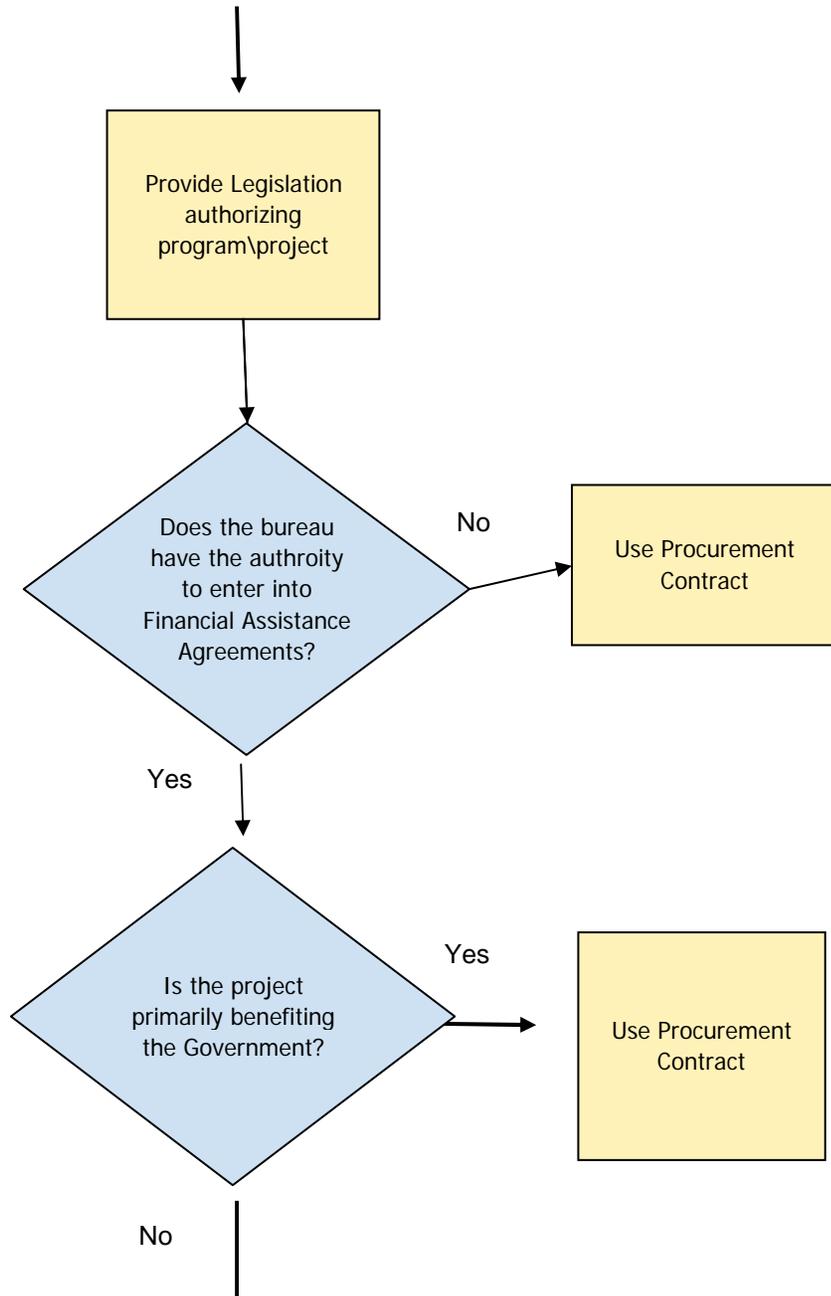


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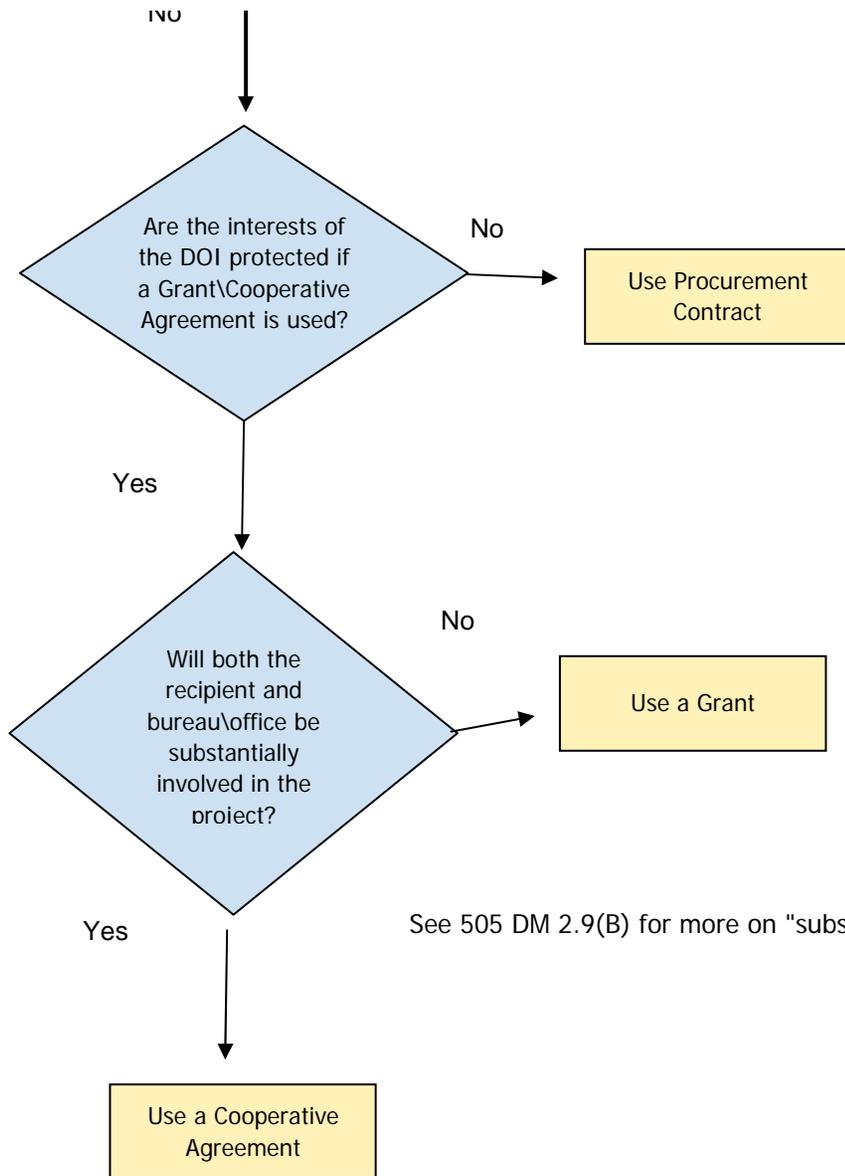
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# Instrument Selection



**Grant and cooperative agreement making authority must be specifically granted to an agency or office. It is not inherent and not all DOI bureaus and offices have the authority to award grants and cooperative agreements.**

Purchase of goods and services that benefit the government must be done via a procurement contract. Examples of services that should be acquired via a procurement contract:



Repairs and maintenance on federal lands, eradication of invasive species on federal lands, acquire lease space for federal personnel, conduct studies for management of federal resources, perform construction on federal lands, ensure public safety at federal facilities

An observation deck being built at a refuge site or National Park may benefit the public but the interests of DOI are not protected if a grant\cooperative agreement is used- there are no protections in place if the recipient decides not to finish the project or if someone is injured as a result of bad construction.

See 505 DM 2.9(B) for more on "substantial involvement"

